

# PROVIDER TIERING CHECKLIST

Provider Name: \_\_\_\_\_ REGISTERED \_\_\_\_\_ CERTIFIED \_\_\_\_\_ LICENSED  
\_\_\_\_\_ MAXIMUM CAPACITY \_\_\_\_/\_\_\_\_/\_\_\_\_ EXPIRATION DATE

## TIER I

### By School:

\_\_\_\_ Free & Reduced School sheet from report School Name \_\_\_\_\_ %  
(Must be 50% or more to qualify)  
\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date (Must re-determine every 5 years) Letter to DPP DPP Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### By Census:

Source: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ %

### By Income: (Must re-determine each year)

\_\_\_\_ Income Application \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date Number of own children claimed \_\_\_\_ Number of related over capacity claimed \_\_\_\_

## TIER II

### By School:

\_\_\_\_ Free & Reduced School sheet from report School Name \_\_\_\_\_ %  
(Must be 50% or more to qualify)  
\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date (Must re-determine every 5 years) Letter to DPP DPP Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### By Census:

Source: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ %

### By Income: (Must re-determine each year)

\_\_\_\_ Income Application \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date Tier I \_\_\_\_ Tier II \_\_\_\_

\_\_\_\_ Verification Documentation

(Must be on file if Tier I living in a Tier II school district)

List Source Documentation: \_\_\_\_\_

Number of own children claimed \_\_\_\_ Number of related over capacity claimed \_\_\_\_

## MIXED TIER III

### By School:

\_\_\_\_ Free & Reduced School sheet from report School Name \_\_\_\_\_ %  
(Must be 50% or more to qualify)  
\_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date (Must re-determine every 5 years) Letter to DPP DPP Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Income Applications for Enrolled Children

Number of enrolled children eligible for Tier I rates by income application \_\_\_\_

Number of enrolled children eligible for Tier II rates by income application \_\_\_\_